



Minutes

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, May 24, 2018

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

Attendance:	<p>Sean McCann, P.Eng. – Chair Chris Kan, P.Eng. – Past Chair Michael Chan, P.Eng. – acting Council Liaison Nick Colucci, P.Eng. Márta Ecsedi, P.Eng. (teleconference) Doug Hatfield, P.Eng. Vic Pakalnis, P.Eng. (teleconference)</p> <p>Guests: Eric Nejat, P.Eng. Saif Rehman, P.Eng.</p> <p>Regrets: Lisa Lovery, P.Eng. – Vice Chair Christian Bellini, P.Eng. Fern Gonçalves – Director, People Development (Committee Advisor)</p> <p>Staff: Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p>
AGENDA ITEMS	ROUTINE BUSINESS
1.1 Welcome and Introduction	The Chair welcomed everyone and called the meeting to order at 5:55pm.
1.2 Approval of Agenda	<p>Moved by Nick Colucci, seconded by Doug Hatfield:</p> <p>That the Agenda be approved as amended. MOTION CARRIED.</p>
1.3 Approval of Minutes (March 8, 2018)	<p>Moved by Vic Pakalnis, seconded by Nick Colucci:</p> <p>That the Minutes of the ACV meeting held on March 8, 2018 be approved as presented. MOTION CARRIED.</p>
1.4 Council Update – March 23, 2018 & April 21, 2018	<p>Michael provided an update on the Council meeting held on March 23, 2018, as follows:</p> <ul style="list-style-type: none"> - Appointment of Christian Bellini, P.Eng. as a PEO Director to the Engineers Canada Board of Directors was carried;



	<ul style="list-style-type: none"> - Governance Working Group Phase 1 Terms of Reference was approved as presented and amended at the meeting; - Motion to direct the Central Election and Search Committee (CESC) to suggest a list of minimum recommended qualifications for each elected Council position was defeated; - Establishment of the On-line Portal Task Force was carried; - Recommendation regarding Annual General Meeting Regional Rotation protocol was carried; - Appointment of Ramesh Subramanian, P.Eng. as Northern Regional Councillor to fill the vacancy created by the resignation of Councillor Preley was carried; - Appointment of Serge Robert, P.Eng. as Northern Regional Councillor to fill the vacancy created by the resignation of Councillor-elect Krawczyk was carried. <p>Michael also provided an update on the Council meeting held on April 21, 2018, as follows:</p> <ul style="list-style-type: none"> - Special Rules of Order were approved; - Appointments of Council Chair, RCC Chair, Vice President, Executive, Human Resources and other Board Committees members were carried.
<p>2. COMMITTEE AND TASK FORCE TERMS OF REFERENCE</p>	
<p>2.1 Discipline Committee (DIC)</p>	<p>Moved by Vic Pakalnis, seconded by Márta Ecsedi:</p> <p>That the Discipline Committee (DIC) Terms of Reference be approved as presented. MOTION CARRIED.</p>
<p>3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS</p>	
<p>3.1 Strategic Planning subcommittee – Update</p>	<p>Chris Kan provided background information regarding the strategy development task. The committee reviewed the proposed strategy and business case.</p> <p>Moved Doug Hatfield, seconded by Vic Pakalnis:</p> <p>That the ACV submit the proposed strategy to Senior Management Team (SMT) by June 30, 2018. MOTION CARRIED.</p> <p><u>Action [1]:</u></p> <ul style="list-style-type: none"> • The Chair will draft a cover email to include a suggestion that other committees be consulted regarding the proposed strategy and business case. • The Chair will consult with the Awards Committee for the status of their strategy(s) development and to discuss the possibility of helping them.



<p>3.2 Succession Planning Subcommittee – Update</p>	<p>The Chair provided an update that the subcommittee is working on developing training for new members, which will include General Volunteer Orientation materials and ACV-specific training, as well as soft skills and leadership training.</p>
<p>3.3 C & TF Policy Reference Guide – Self-Evaluation Form – Subcommittee Update</p>	<p>It was agreed to merge this subcommittee with the Succession Planning subcommittee.</p> <p>Action [2]:</p> <ul style="list-style-type: none"> • Vic and Chris to develop a draft proposal for revision of the <i>Self-Evaluation Form</i> to be reviewed by the committee during the August meeting.
<p>4. OTHER BUSINESS</p>	
<p>4.1 New members approval</p>	<p><u>Note:</u> Guests were asked to leave the meeting due to conflict of interest.</p> <p>Moved by Vic Pakalnis, seconded by Nick Colucci:</p> <p>That the recommendation from the ACV's Succession Planning subcommittee be accepted as amended. MOTION CARRIED.</p> <p>Action [3]:</p> <ul style="list-style-type: none"> • Staff to proceed with the approval of new members. • Committee to discuss and vote on the new member's participation in the <i>Vital Signs Survey subcommittee</i> in December.
<p>4.2 Departing members discussion / decision</p>	<p>To comply with the term limit requirement, it was agreed that:</p> <ul style="list-style-type: none"> • Doug Hatfield, P.Eng. will retire from the ACV in Dec 2018. • Nick Colucci, P.Eng. will retire from the ACV in Dec 2019.
<p>4.3 ACV representative on the Volunteer Leadership Conference Planning Committee (VLPCP)</p>	<p>Action [4]:</p> <ul style="list-style-type: none"> • Staff to send a Call for Expression of Interest to all members as soon as the new member is approved by the Interim Registrar.
<p>4.4 ACV Committee Advisor Status</p>	<p>The Chair provided an update that Fern remains on leave of absence from PEO and is expected to return in the future when she is able. During the interim, Olivera Tosic is the Acting Director, People Development and remains in close communications with Viktoria about the ACV. Olivera is available to attend future ACV meetings, on an as-needed basis.</p>



5. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT

Future Meetings and Adjournment

The next ACV meeting/event dates are:

- Thursday, August 9, 2018
- Thursday, October 4, 2018
- Friday, October 26, 2018 - Committee Chairs Workshop
- Thursday, December 6, 2018

The meeting was adjourned at 8:30pm.